

**Overseas Private Investment Corporation  
Privacy Impact Assessment (PIA)**

**Overview**

**Date of this Submission:** September 12, 2006

**System Owner:** Brenda Hardy, Human Resources Specialist

**Department:** Office of the Chief Financial Officer / Office of Human Resources Management

**Title of system or information collection:** General and Legal Internship Applications

**Is this system or information collection new or is an existing one being modified?** No

**Does this system collect, maintain, and/or disseminate information in identifiable form (IIF) about members of the public?** Yes

**Identifying Numbers (Use N/A, where appropriate)**

**Unique Project Identifier Number:** 184-20-02-00-01-4200-00-404-139

**System of Records Number:** OPM/GOVT-5 – Recruiting, Examining, and Placement Records

**OMB Information Collection Approval Number and Expiration Date:** N/A

**Other Identifying Number(s):** N/A

**Description**

**1. Describe what information is to be collected (e.g., nature and source).**

The General and Legal Internship Applications (“Internship Applications”) enable college, graduate, and law school students to apply for OPIC’s internship programs via online applications hosted on OPIC’s web site. The Internship Applications enable OPIC to screen potential applicants for its paid and unpaid internship positions.

The IIF collected via the Internship Applications includes name, date of birth, social security number, mailing address, phone numbers, email address, citizenship information, educational information, military status and/or records, and qualifications information from individual applicants for OPIC’s internship programs. The IIF collected may also contain other personal information that is submitted by the applicant in the text of his/her resume and cover letter.

The information is obtained directly from interested members of the public (i.e., students). Applicants must enter their IIF via an online web application form on OPIC’s Corporate web site.

**2. Explain why the information is being collected.**

The Internship Application Form aggregates the information required for OPIC to make internship hiring and placement decisions. This information also enables OPIC to contact applicants by mail, email, or phone to notify them of OPIC’s decision with regard to their application.

**3. Describe the intended use of the information, and explain how the data collected are the minimum necessary to accomplish the purpose for this effort.**

OPIC uses the information to make determinations regarding the suitability and qualifications of applicants for placement in internship positions. The IIF contained in the system is used by OPIC solely for the purpose of making hiring determinations related to its intern program. The IIF contained within the system contains the minimum necessary data to make eligibility and hiring determinations regarding applicants.

**4. Identify with whom the agency will share the collected information.**

The information is maintained solely for OPIC internal use.

- 5. Describe any opportunities individuals have to decline to provide information (i.e., where providing information is voluntary), or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent.**

Individuals who submit their information via OPIC's web site are informed of the purposes and uses of the information via written notice on the Internship Application web form. The form contains a link to OPIC's web privacy policy, which discusses the voluntary nature of the submission. There is no opportunity to decline to provide information or to consent to particular uses of the information since submission of information is voluntary and all information requested is required for OPIC's evaluation of applications.

- 6. Describe how the information will be secured (e.g., administrative and technological controls).**

Access is restricted by physical and computer-based access controls. The system that houses Internship Application data is secured within OPIC's local area network, which is in compliance with administrative, technical, and physical security controls commensurate with its level of sensitivity. Access to the system is limited to OPIC staff, and is strictly limited to those staff on a need-to-know basis based on security privileges (username and password). All data are safeguarded in accordance with applicable government-wide guidelines and OPIC's Information Systems Security Program.

- 7. Identify whether a system of records is being created under section 552a of Title 5, United States Code (the *Privacy Act*), or identify the existing *Privacy Act* system of records notice under which the records will be maintained.**

The system is covered by OPM/GOVT-5 – Recruiting, Examining, and Placement Records.

- 8. Describe the choices the agency made regarding this IT system or collection of information as a result of performing the PIA.**

Because the system and information collection were in operation at the time the PIA was conducted, OPIC made no choices regarding the IT system or the information collection as a result of performing the PIA. Additionally, OPIC implemented no post-implementation changes to its systems or information collection procedures as a result of performing the PIA.